Borrowing Vaccine in KSWebIZ (Direct Entry Users Only)
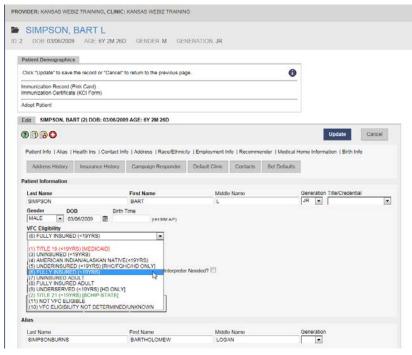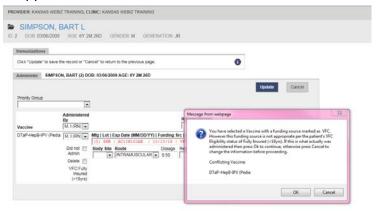
1. Search patient
2. Update VFC Eligibility in patient demographics

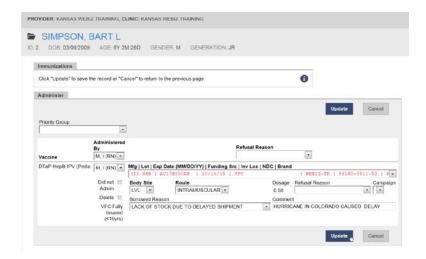
3. Select *Update*
4. Go to the patient immunization page
5. Select *Add Vaccines*
6. Enter the *Vacc Date*
7. Select the vaccines you plan to administer
8. Select *Create and Administer*
9. Select the name of the person that administered the vaccine
10. Select the vaccine given with the correct lot number, manufacturer, expiration date, and funding source
11. A pop up notification will appear

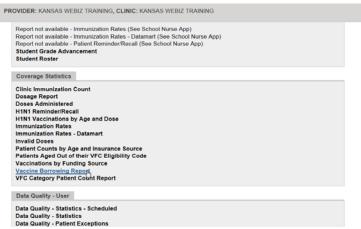12. Select *OK* to proceed or *Cancel* to go back and make changes
13. The screen will refresh and prompt you to enter a borrowed reason and comment
    a. Please be sure to select the borrowed reason the reflects exactly why you borrowed

14. Be sure to also update the body site of where the vaccine was administered
15. Select *Update*

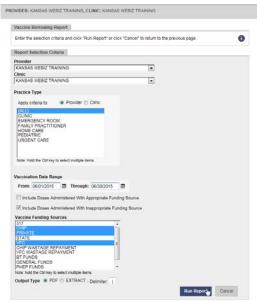**Running a borrowing report from KSWebIZ…**

1. Select *Reports* on your right hand menu
2. Scroll to the *Coverage Statistics* report section and select the *Vaccine Borrowing Report*

3. Enter your criteria as seen below

4. Select *Run Report*

5. You will see a report pop up like below

Kansas
Department of Health
and Environment

Kansas Immunization Registry
Vaccine Borrowing Report

June 01, 2015

Provider = KANSAS WEBIZ TRAINING, Clinic = KANSAS WEBIZ TRAINING, Vaccination Date From = 06/01/2015, Vaccination Date Through = 06/30/2015, Funding Appropriate = No, Funding
Inappropriate = Yes, Funding Sources = CHIP,PRIVATE,VFC, Practice Type = (ALL), Practice = PROVIDER

Vaccination	Stock Used	Reason Appropriate Vaccine Stock was not used-use legend code	Given On	Given By	Date Dose Returned to Appropriate Stock	Returned by
SIMPSON, BART (2) - DOB: 03/06/2009						
DTaP-HepB-IPV (Pedia	VFC	1	06/01/2015	I M		
DTaP-HepB-IPV (Pedia	VFC	1	06/01/2015	I M		
DTaP-HepB-IPV (Pedia	VFC	1	06/01/2015	I M		

Totals per Vaccine Funding Source and Vaccine Eligibility:

Funding Source	Vaccine Eligibility	Count	Compliant
VFC	Fully Insured (<19yrs)	3	No

Report Totals:

Patients:	1
Vaccinations:	3
Funding Compliant Vaccines:	0
Funding Non-Compliant Vaccines:	3

Vaccination Totals:

Vaccination	Count
DTaP-HepB-IPV (Pedia	3

I hereby certify, subject to penalty under the False Claims Act (31 U.S.C §3730) and other applicable Federal and state law, that VFC vaccine dose borrowing and replacement reported on this form has been accurately reported and conducted in conformance with VFC provisions for such borrowing and further certify that all VFC doses borrowed during the noted time period have been fully reported on this form

Provider Name: _____   Provider Signature: _____   Date: _____

Vaccination	Stock Used	Reason Appropriate Vaccine Stock was not used-use legend code	Given On	Given By	Date Dose Returned to Appropriate Stock	Returned by

Reason for Vaccine Borrowing and Replacement Coding Legend

Reason for Borrowing Dose	Code		Reason for Borrowing Dose	Code
LACK OF STOCK DUE TO DELAYED SHIPMENT	1		VACCINE SPOILED IN TRANSIT	2
NEW STAFF CALCULATED INVENTORY INCORRECTLY	3		REPAYMENT OF BORROWED VACCINE TO VFC	4
REPAYMENT OF BORROWED VACCINE TO CHIP	5		REPAYMENT OF BORROWED VACCINE TO PRIVATE	6
TRAVEL VACCINE	7			

WHAT TO DO WITH THIS FORM:
Completed forms must be retained as a VFC program record and made available to the State/Local or Territorial Immunization Program upon request.